

Orleans Parish Juvenile Court

Docket Clerk (Clerk II)

JOB DESCRIPTION:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

The incumbent serves as the Docket Clerk (Clerk II) for the Orleans Parish Juvenile Court, responsible for completing a variety of file preparation, data entry and public service duties, to ensure proper filing of court cases and records. The incumbent serves at the pleasure of the Judges, Judicial Administrator and Clerk of Court of the Orleans Parish Juvenile Court.

DUTIES:

- Read and review court judgments to ensure accuracy of daily court dockets and orders directed to the office of the Clerk of Court.
- Type and review accuracy and completeness of court dockets, capias, warrants, releases, summons, subpoenas, subpoenas duces tecum, custody cards, commitments, notices to appear, writs and special and routine correspondence.
- Research cases for information, upon request.
- Make appropriate number of copies of judgments, endorsements, affidavits and other legal documents as required.
- Certify documents by affixing court seal and transmitting to proper parties.
- Ensure compliance of filings with local and state Rules of Court and required procedure.
- Create and maintain case files, enter fee information, record case numbers, enter data in computer, make docket entries as required, print docket sheets, sort and file case records and other materials alphabetically and chronologically as necessary.
- Communicate and work with Sections of Court to ensure compliance with Section requirements vis-à-vis court dockets, cases and records.
- Check accuracy of subpoenas for names, dates and addresses and any other relevant information.
- Issue subpoenas as directed and ensure timely service of subpoenas.

- Prepare subpoena returns, including filing, stamping and distributing such returns as appropriate.
- Secure trial evidence from court section.
- Complete exhibit sheet, maintain documentation that tracks chain of custody and location of property and records located in the OPJC evidence room, including clocking in and initialing itemized evidence sheet, verifying that each line item is included in evidence package and filing evidence in proper section of evidence room.
- Create and modify documents using Microsoft Office.
- Meet and greet front counter customers, vendors and visitors and assist the public with inquiries for non-legal information and direction.
- Refrain from commenting or discussing and/or advising any parties regarding court cases and/or the operation of court sections.
- Cross-train with other positions in the office of the Clerk of Court, Receptionist and other positions throughout the Clerk's office to ensure knowledge of various positions.
- Retrieve files from basement storage and/or other storage as needed and/or requested and return used and closed-out files as appropriate.
- Answer telephones, provide assistance and/or direction to callers to appropriate individuals or departments.
- Research and prepare necessary documentation regarding price and purchase information relative to any request for supplies or equipment for proper approvals by Clerk of Court, Judicial Administrator, Judges and other required court management.
- Prepare and complete request for work orders for repairs and upkeep of facilities, property and office equipment.
- Complete all assignments and duties on a timely basis.
- Ensure compliance with OPJC Clerk of Court policies and procedures.
- Other duties as assigned by Judges, Clerk of Court, Judicial Administrator and other members of management.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- An Associate's Degree in public administration, business administration, criminal justice or related field required. Bachelor's Degree in the above related fields preferred.
- Working knowledge of legal terminology and standard policies and procedures, including the Louisiana Children's Code and the state and local rules of court, concerning preparation and filing court documents with ability to effectively retrieve, update and review department files for accuracy and completeness.

- Working knowledge of standard office procedures and computer software programs used by the Clerk's Office with the ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Working knowledge of Standard English grammar, spelling and punctuation and ability to prepare correspondence, court/legal documents and written reports as required.
- Considerable knowledge of juvenile court procedures, scheduling and matters pertaining to juvenile court operations.
- Ability to effectively and professionally communicate orally and in writing with co-workers, supervisors, other departments, law firms/attorneys, social service agencies, probation department, state agencies and the public, including being sensitive to professional ethics, gender, racial and cultural diversities and disabilities.
- Ability to properly operate standard office equipment, such as computer, typewriter, calculator, telephone, copier and fax machine.
- Ability to provide public access to or maintain confidentiality of Court information and records according to state law.
- Ability to type with speed and accuracy.
- High degree of organizational, communicative and administrative skills; ability to handle multiple tasks and prioritize tasks.
- Experience with general secretarial work.
- Knowledge of Microsoft Office, including Word, Excel, Power Point and Outlook.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct and dress code.

RESPONSIBILITY:

- Incumbent performs duties according to a flexible, customary routine with priorities determined by the Judges and service needs of the public.

PERSONAL WORK RELATIONSHIPS:

- Incumbent maintains frequent contact with co-workers, other city departments, law firms/attorneys, social service agencies, probation department, State Health Department and the public for the purposes of exchanging information and rendering service.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

- Incumbent performs duties in a standard office environment, involving sitting long periods, sitting/walking at will, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, close vision, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

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Medical:

United Healthcare Choice Plus for a small monthly fee.

Dependents may be added for an additional fee.

Dental:

Basic plan provided through Reliance Standard Dental for employee coverage only.

Dependents may be added for an additional fee.

Life Insurance:

Provided through Colonial Insurance for employee coverage for \$20,000 and an additional plan provided by the City of New Orleans for \$15,000.

Vision:

Vision Service Plan (United Healthcare) provided under medical plan.

Leave:

½ day of annual and ½ day of sick leave accumulated for each of the 26 pay periods that equal 12 days per year.

Holidays:

14 paid holidays subject to change upon Judges discretion.

Retirement plan, mandatory enrollment, 5% of gross.

Tuition assistance at Tulane University through the City of New Orleans.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Docket Clerk for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name